

BULLETIN

... of ...

Cumberland University

LEBANON, TENNESSEE

THE COLLEGE

1958 - 1959



BULLETIN

of

CUMBERLAND UNIVERSITY
Lebanon, Tennessee

THE COLLEGE

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UNIVERSITY BULLETIN - CATALOGUE ISSUE

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ACADEMIC CALENDAR

THE COLLEGE

Fall Quarter 1958-1959

September

Monday 22 Fall Faculty Conferences
Tuesday 23 Registration - all students
Wednesday 24 Classes begin 8:00 p.m.
Tuesday 30 Registration period closes

November

Monday 3 Mid-term Deficiency Reports Due
Wednesday-Sunday 26-30 Thanksgiving Holidays

December

Monday 15 Examinations Begin
Wednesday 17 Quarter Ends 5:00 p.m.

Winter Quarter 1958-1959

January

Monday 5 Registration
Tuesday 6 Classes begin 8:00 p.m.
Monday 12 Registration period closes

February

Monday 9 Mid-term Deficiency Reports Due

March

Monday 16 Examinations Begin
Wednesday 18 Quarter Ends 5:00 p.m.

Spring Quarter 1958-1959

March

Tuesday 24 Registration
Wednesday 25 Classes begin 8:00 p.m.
Tuesday 31 Registration period closes

April

Monday 27 Mid-term Deficiency Reports Due

June

Tuesday 2 Examinations Begin
Thursday 4 Quarter Ends 5:00 p.m.
Friday 5 Graduation Exercises

BRIEF HISTORY OF THE UNIVERSITY

Cumberland University, organized in 1842, at Lebanon, Tennessee, was appropriately named, for the country in which it was established was known in the early days of its history as the Cumberland Country, a territory lying partly in Tennessee and partly in Kentucky. Lebanon is in the heart of the Cumberland Country, being situated only six miles from the Cumberland River. A few miles to the east are the Cumberland Mountains. It is said that the mountains and the river were named for the famous Duke of Cumberland, William Augustus, the third son of George II.

One of the oldest universities in the Central South, Cumberland has made a significant contribution of distinguished leadership to the South and to the Nation. The men who founded Cumberland--Judge Robert Looney Caruthers, and Reverend George Donnell, and others--were zealous in evangelism and were leaders in church and state. Early graduates of Cumberland founded several colleges, organized many churches, and helped in laying the foundations of some great western states.

A Law Department was added to the academic school on October 1, 1847, a School of Engineering in 1852, a Theological School in 1854, and a School of Music in 1903. A School of Business Administration and a School of Aeronautics were organized in 1940 and 1941. Although all schools except the School of Law were closed in 1951, the traditional name of Cumberland University has not been changed. The College of Arts and Science reopened its doors in September, 1956, to admit a freshman class. In September, 1957, it added a second year of academic instruction to become a standard junior college, and it will continue to stress the pioneer spirit of constructive thinking and acting that has made Cumberland a famous name in education.

For almost a century Cumberland was operated under the auspices of the Presbyterian Church--first, under the Cumberland Presbyterian Church, and, later on, under the Presbyterian Church U.S.A. For some time prior to 1946, however, the latter body had withdrawn all financial support, and Cumberland had operated, for all practical purposes, as an independent institution.

Early in 1946 control of the University was transferred by an amendment to the Charter to the Tennessee Baptist Convention, who operated the school until 1951. In the spring of that year the Tennessee Baptists came into possession of Ward-Belmont College in Nashville, Tennessee, and relocated here to open what is now known as Belmont College.

In May, 1951, the former Board of Trustees who had held control of the University prior to 1946 secured another amendment to the Charter which re-established Cumberland as a private, independent Corporation, established for the general welfare, and not for profit."

THE UNIVERSITY TODAY

Today Cumberland University looks hopefully towards the future. Its School of Law was returned on January 3, 1956, from Memorial Hall to its historic home in Caruthers Hall on the West Main Campus. Its faculty and administration are located in the Cordell Hull Memorial Building. Its student body is increasing, and its facilities and resources are expanding.

Memorial Hall, on the Main Campus, is occupied by the co-educational Junior College which opened in September, 1956. As a junior college the Liberal Arts Division of the University makes available to students both terminal and lower-division studies. Its curriculum, geared to the pace of the times, is designed not only to prepare students for advanced study in senior colleges but also for immediate positions in commerce and industry.

On March 14, 1958, the Cumberland University Redevelopment Campaign was officially launched. The goal of this campaign is to raise \$2,000,000, of which \$150,000 will go for a new Law Library; \$200,000 for a Men's Dormitory (Bone Hall, a former men's dormitory, was destroyed by fire in October, 1957); \$250,000 for a Student Union Building; \$200,000 for apartments for married students; \$1,000,000 to increase the general endowment, and \$200,000 for renovation and improvement of present property.

ORGANIZATION, CONTROL, AND PURPOSE

Since 1951 Cumberland University has been controlled by a self-perpetuating Board of Trustees comprised of distinguished civic, business, professional, and educational leaders. Cumberland exists as a non-profit institution constituted solely for the purpose of imparting sound learning in an atmosphere pervaded by the principles of Christianity, good citizenship, and the love of freedom and democracy. The Board of Trustees elect the President of the University, and upon the nomination by the President, appoint the faculty and staff members of the College and the School of Law. The relationship among the controlling Board and the administration and faculty is marked by unity of purpose and consistent co-operation.

LOCATION

The city of Lebanon, in which Cumberland University is located, is thirty miles east of Nashville in a beautiful section of Tennessee. Two of the nation's busiest north-south, east-west highways--U. S. 70N and U. S. 231--intersect in Lebanon, and its splendid bus, and air (at nearby Donelson) transportation facilities make it readily accessible from all points in the country.

The suburban aspect of Cumberland's location gives it unique advantages insofar as it combines the benefits of a great metropolitan area, with its many educational, recreational, and cultural features, and the quiet leisurely paced environment of a small town for undisturbed study and relaxation.

The Middle Tennessee section surrounding Lebanon offers unusual recreational and scenic prospects--the Old Hickory Reservoir, the Cedars of Lebanon Park, and the Hermitage--that attract national interest. The climate is mild, moreover, with four distinct seasons a year, without excessively severe extremes in any season. It makes an ideal atmosphere for study and play.

THE MAIN CAMPUS

There are two campuses at Cumberland--the West Main, or Law Campus (Caruthers Hall and the Hull Building), and the larger fifty-acre Main Campus, the traditional seat of the University. On the Main Campus are the following buildings:

MEMORIAL HALL. Erected in 1892, Memorial Hall is the seat of the University administration and the principle building for the College. It contains ten offices, nineteen classrooms, seven laboratory rooms, library, the University cafeteria, and an auditorium seating 450 persons.

STONE HALL. Destroyed by fire in October, 1957.

TENNESSEE COLLEGE HALL. A three-story brick residence hall for students. Erected in 1938, the building has a capacity for about forty students and a head resident's family. Rooms on the first two floors are arranged on the suite plan, with a bathroom between each two bedrooms.

GYMNASIUM. Erected in 1939, the University Gymnasium is equipped with college standard playing floor, shower and dressing rooms, concession stand, two offices, and five residential rooms on the second floor.

RICE OBSERVATORY. Erected in 1946, and modernized in 1956, the Rice Observatory is equipped with two astronomical telescopes--a twelve-inch reflector and a seven-inch Alvin Clark refractor.

BEREFORD HOUSE AND THE BRICK HALL. Formerly University fraternity houses, are now used as rental property.

THE BROWN COTTAGE. Once a sorority house, is now used as a lounge by the C. U. Student Women's Association. It is available in the evenings for campus social activities, under the direction of the College Faculty Committee on Religious and Student Activities.

APARTMENT DWELLINGS. Vetropolis. Eighteen apartments, which currently rent for \$40.00 monthly, are housed in six temporary buildings of the regulation military type conventionally found on college campuses.

THE LAW CAMPUS

Separated by three city blocks from the Main Campus of the University, the Law, or West Main Campus, consists of two buildings situated on West Main Street in Lebanon.

CARUTHERS HALL, a sturdy brick structure erected in 1877, contains the Cordell Hull Law Library, which occupies three large rooms on the first floor, the classrooms, and moot court room. An auditorium takes up the entire second floor. The architecture of the building is patterned after that of Independence Hall in Philadelphia.

THE CORDELL HULL BUILDING, a Victorian brick mansion adjacent to Caruthers Hall, was acquired in the summer of 1955 by the University and is now used as the administration building for the offices for the dean and law faculty. The Hull Building provides private offices for the faculty, the dean, and their secretary. The lot behind the building has been developed into parking space for students and faculty.

THE BOARD OF TRUSTEES

OFFICERS OF THE BOARD

Chairman Edward Potter, Jr.
Vice-Chairman Hoyal Johnson
Secretary Sam S. Bone

MEMBERS

W. J. Baird, President of First Federal Savings & Loan Association, Lebanon, Tennessee.
William D. Baird, Mayor, Lebanon, Tennessee.
James L. Bomar, Speaker of the House of Representatives of the Tennessee Legislature, Shelbyville, Tennessee.
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Winstead P. Bone, Jr., Wilson County Motor Company, Lebanon, Tennessee.
Roy O. Crips, Vice-President of Commerce Union Bank, Lebanon, Tennessee.
C. O. Dodson, County Court Clerk of Wilson County, Lebanon, Tennessee.
Howard Edgerton, Chairman of the Board, Lebanon Woolen Mills, Lebanon, Tennessee.
J. Bill Frame, Editor, THE LEBANON DEMOCRAT, Lebanon, Tennessee.
S. B. Gilreath, Professor of Law, Cumberland University, Lebanon, Tennessee.
O. Reed Hill, M. D., Martha Gaston Hospital, Lebanon, Tennessee.
John J. Hooker, Attorney at Law, Nashville, Tennessee.
Hoyal Johnson, Johnson's Farm Dairy, Lebanon, Tennessee.
Charles D. Loyd, Executive Vice-President and Secretary, First Federal Savings & Loan Association, Lebanon, Tennessee.
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Edward Potter, Jr., President of the Commerce Union Bank, Nashville, Tennessee.
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W. M. Regen, Modern Laundry, Lebanon, Tennessee.
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Ernest L. Stockton, President, Cumberland University, Lebanon, Tennessee.
Andrew T. Taylor, Circuit Judge, Jackson, Tennessee.

EXECUTIVE COMMITTEE

Edward Potter, Jr., Chairman of the Board
Hoyal Johnson, Vice-Chairman of the Board
Sam S. Bone, Chairman, Buildings and Grounds Committee
Winstead P. Bone, Jr., Member at Large
Roy O. Crips, Chairman, Finance Committee

UNIVERSITY ADMINISTRATIVE OFFICIALS

- Ernest L. Stockton, Jr., A. B., M. A., (1958) President
A. B., Cumberland University
M. A., George Peabody College for Teachers
Graduate Study, George Peabody College for Teachers
- Jack H. Howard, B. S., M. A., (1956) Dean of the College
B. S., Maryville College
M. A., George Peabody College for Teachers
- Erissim H. Walker, A. B., LL. B., (1953) . . . Dean of the School of Law
A. B., Cumberland University
LL. B., Harvard University
- Ray G. Roberts, B. S., (1955) Business Manager
B. S., Bowling Green College of Commerce
- Homogene Bradley, A. B., (1951) Administrative Secretary
A. B., Cumberland University

FACULTY OF THE COLLEGE

- Joe S. Britton, Professor of English (1957)
A. B., Kentucky Wesleyan College
M. A., Southern Illinois University
- Margaret Campbell, Professor of Social Studies (1956)
A. B., Cumberland University
M. A., George Peabody College for Teachers
Graduate Study, Columbia University, George Peabody College for Teachers,
and the University of Texas
- Robert G. Carr, Professor of Music and French (1956)
B. M., St. Louis Institute of Music
M. M., University of Alabama
- Lorraine G. Chesnut, Instructor of Secretarial Science (1957)
B. S., Austin Peay State College
- Paul E. Dowell, Professor of Business and Education (1957)
A. B., George Peabody College for Teachers
M. A., George Peabody College for Teachers
- Rosalynd K. Fly, Librarian (1956)
B. S., University of Alabama
B. S., in L. S., Library School, George Peabody College for Teachers
- *Harry J. Furman, Professor of Mathematics (1956)
B. S., Georgia Institute of Technology
M. A., University of Arkansas

Jack H. Howard, Professor of Mathematics (1956)
B. S., Maryville College
M. A., George Peabody College for Teachers

*George E. LeFevre, Instructor of Mathematics and Physics (1957)
B. S., Tennessee Polytechnic Institute

Charles Alex Shivers, Professor of Science and Physical Education (1956)
B. S., George Peabody College for Teachers
M. A., George Peabody College for Teachers

*Milos Strupl, Professor of Religion (1956)
B. D., Prague
M. Th., Union Seminary (Virginia)
Ph. D. Candidate, Vanderbilt University

FACULTY OF THE SCHOOL OF LAW

Bernard Byrd Bailey, A. B., A. M., J. D., (1948)
A. B., Ouachita College
A. M., The University of Chicago
J. D., The University of Chicago

Claude E. Bankester, A. B., LL. B., (1957)
A. B., University of Alabama
LL. B., University of Alabama

Sam B. Gilreath, LL. B., Green Professor of Law (1932)
LL. B., Cumberland University
LL. D., Cumberland University

Sara Hardison, LL. B., (1923)
LL. B., Cumberland University

Will W. Herron, LL. B., (1954)
LL. B., Cumberland University

Charles William Leaphart, A. B., A. M., LL. B., S. J. D., (1955)
A. B., University of Missouri
A. M., University of Missouri
LL. B., Harvard University
S. J. D., Harvard University

Grissim H. Walker, A. B., LL. B., (1953)
A. B., Cumberland University
LL. B., Harvard University

*Part-time, 1957-1958 session

CATALOGUE OF COURSES

1958-1959

BUSINESS AND SECRETARIAL SCIENCE

Business Administration

Qtr. Hrs. (per qtr.)

1-202-203	Principles and Problems of Economics	3
1-222-223	Principles of Accounting	3
1A-262A-263A	Applied Accounting	3
4A	Applied Cost Accounting	3
5A	Applied Payroll Accounting	3

Secretarial Science

1-102-103	Typewriting	3
1-112-113	Shorthand	3
1	Business Mathematics	3
1-202-203	Advanced Typewriting	3
1-212-213	Advanced Shorthand	3
1, 232, 233	Secretarial Procedures	3

Elementary Education

1	Introduction to Education	3
2	General Psychology	3
3	Human Growth and Development	3

English

	Fundamentals of English Grammar	No Credit
1-102-103	Freshman English Communications	3
1	Fundamentals of Speech	3
2	Voice and Diction	3
3	Public Speaking	3
1, 202, 203	Survey of English Literature	3
1, 212, 213	Introduction to Drama	3
1-222	Introduction to Journalism	3
3	Elementary News Writing	3
1, 252	American Literature	3

FOREIGN LANGUAGES

French

Qtr. Hrs. (per qtr.)

101-102-103	Elementary French	3
201-202-203	Intermediate French	3

German

101-102-103	Elementary German	3
201-202-203	Intermediate German	3

Spanish

101-102-103	Elementary Spanish	3
201-202-203	Intermediate Spanish	3

HEALTH AND PHYSICAL EDUCATION

101, 102, 103	Physical Education	1
201, 202, 203	Advanced Physical Education	1
211	Personal Hygiene	3
212	Community Health	3
213	Personal Development and Family Living	3

MATHEMATICS AND SCIENCE

Mathematics

101-102	College Algebra	3
103	Trigonometry	3
111-112-113	Intensive Mathematics	5
121	Business Mathematics	3
122	College Arithmetic	3
123	Fundamental Concepts of Mathematics	3
132	Engineering Problems	3
153	Plane Surveying	3
161-162	Engineering Drawing	3
163	Descriptive Geometry	3
201-202-203	Differential and Integral Calculus	4
261A-262A-263A	Applied Draftsmanship	3

SCIENCE

Biology

131, 132, 133	General Biology	4
231-232	Comparative Vertebrate Anatomy	4
233	Bacteriology	4

Chemistry

Qtr. Hrs. (per qtr.)

141-142-143	General Inorganic Chemistry	4
241-242-243	Organic Chemistry	4

Physics and Astronomy

271	Introduction to Astronomy	3
251-252-253	Physics	4
261A-262A-263A	Applied Electronics	3

MUSIC

101-102-103	Basic Music Theory	2
121, 122, 123	Introduction to Music	1

Applied Music

Piano

11-12-13	Piano (Private Instruction)	No Credit
111-112-113	Piano " "	Credit by examination
211-212-213	Piano " "	" " "

Organ

21-22-23	Organ (Private Instruction)	No Credit
121-122-123	Organ " "	Credit by examination
221-222-223	Organ " "	" " "

Choir

41, 42, 43	Choir	No Credit
141, 142, 143	Choir	1
241, 242, 243	Choir	1

RELIGION

101	Old Testament	2
102	New Testament	2
103	Life and Teachings of Jesus	2

SOCIAL STUDIES

History

101, 102, 103	History of the United States	3
111, 112, 113	History of Western Civilization	3

Economics

Qtr. Hrs. (per qtr.)

201-202-203	Principles and Problems of Economics	3
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Geography

211	Elements of Geography	3
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212, 213	World Geography	3
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Sociology

221	Introductory Sociology	5
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Political Science

243	American Government and Politics	5
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Note: Courses in which the work of the first quarter is not necessarily prerequisite to that of the second, and so on, have their numbers separated by commas. When the numbers are linked together by hyphens, the first quarter's work (or the equivalent) must be undertaken before the student may attempt the second quarter's work, and so on.

EXPENSES AND FINANCIAL AID

Tuition

The basic rate for regular students for tuition in the College of Arts will be \$96.00 per quarter for 12 to 16 quarter hours per quarter. Part-time and special students taking less than 12 quarter hours per quarter will be charged \$7.50 per quarter hour and those taking more than 16 quarter hours per quarter will be charged \$7.50 per quarter hour for hours in excess of 16.

OTHER INSTRUCTIONAL FEES

In addition to the basic tuitional charge of \$96.00 per quarter (see above) other instructional fees will be assessed whenever applicable in accordance with the following schedule

	Quarter	Year
Biology (supplies)	\$ 5.00	\$ 15.00
Biology Breakage (refundable if no breakage occurs)		3.00
Chemistry (supplies)	5.00	15.00
Chemistry Breakage (refundable if no breakage occurs)		3.00
Physics (supplies)	5.00	15.00
Physics Breakage (refundable if no breakage occurs)		3.00
Choir	1.00	3.00
Typewriting	4.00	12.00
Surveying	2.00	
Astronomy	2.50	
Health and Physical Education	2.00	6.00
Library Fee	2.00	6.00

FEES FOR PRIVATE INSTRUCTION

Fees are charged of students for special individual instruction in the following subjects:

	Quarter	Year
Piano (2 lessons per week)	\$ 35.00	\$ 105.00
Organ (2 lessons per week)	35.00	105.00

STUDENT ACTIVITY AND INCIDENTAL FEES

	Quarter	Year
Matriculation Fee	\$ 5.00	\$ 15.00
Student Activity Fee (charged of all students taking more than 9 hours of work)	5.00	15.00
Medical Examination (required yearly of all students)		3.00
Room Reservation		5.00
Registration for part-time and special students		1.00
Late Registration	1.00 per day	
Deferred Payment	5.00 per quarter	
Graduation Fee (paid only by candidates for diplomas in last quarter of residence) . .		10.00
Change of course (after registration day)	1.00 per change	
Make-up tests and examinations	1.00 each	

LIVING EXPENSES

ROOMS

	Quarter	Year
Unmarried men		
Single Room	\$ 60.00	\$ 180.00
Double Room	45.00	135.00
Unmarried women		
Single Room	60.00	180.00
Double Room	45.00	135.00

APARTMENTS

Married students		
Vetropolis (apartments)	40.00 per month	

MEALS

The University cafeteria on the main campus is available to all members and friends of the University. Since the food will be served cafeteria style, the actual cost of meals will depend upon the individual.

METHOD OF PAYMENT OF FEES

All fees charged to students are due at the time of registration at the beginning of each quarter. Payments may be made in cash or by check to Cumberland University through the Business Manager. All fees will be paid in full, or arrangements will be made with the Business Manager for deferred payment, before the student will be permitted to enter classes of instruction.

DEFERRED PAYMENT

Students who desire to make payments of College fees in regular installments, or who must make late payments of any kind, should request permission in advance of registration from the Business Manager for deferred payment privileges. When such permission is granted, students are required by the Business Manager to sign promissory notes for the balance of their obligation. Each student settles his financial account with the University before he obtains a transfer of credits or is entitled to receive the Junior College Diploma.

REFUNDS

Since the University must make financial commitments to its various departments for an entire year in advance, it is imperative that no academic fees be refunded after the close of the registration period (one week after the announced registration date) each quarter. Students who are forced to withdraw because of prolonged illness or emergency may apply the unused balance of their academic fees towards the first assessment of fees upon their return to school.

Note: In the case of students who are veterans of military service exceptions to the above rule will be made in accordance with Public Law 550.

APPLICATION FOR ADMISSION

Application for admission is made upon an Official Application Form. A non-refundable fee of \$2.00 and a recent photograph of the applicant must accompany the publication. All admission forms and information may be obtained from the Director of Admissions, and should be returned to him.

When the application has been approved for admission, the applicant will pay a deposit of \$10.00 as an Advanced Registration Fee. This deposit is non-refundable, but it will be credited to the registrant's first quarter tuition charges.

ADMISSION PROCEDURE. Each applicant will provide the Director of Admissions with (1) an Official Application Form (all information requested --including two character references--must be completed) with the accompanying \$2.00 fee, (2) a recent photograph of the applicant, and (3) an official transcript from the high school/s or college/s the student has previously attended.

PREVIOUS EDUCATIONAL REQUIREMENTS

Students may be admitted to the freshman class on the basis of a certificate showing graduation, or the equivalent of 16 credits, from a reputable high school. The College will also accept, in certain cases, non-high school graduates on the basis of a score of fifty on the high school level G.E.D. tests. Applicants possessing none of the above qualifications may be admitted, in rare instances, in accordance with criteria to be established by the Admissions Committee, comprised of the President, the Dean, the Registrar of the College and the Director of Admissions.

TRANSFER STUDENTS

A student desiring to enter the College with advanced standing from another institution should request that an official transcript, showing that the student was in good standing at the time of transfer, be sent by his former college to the Dean-Registrar of the College, Cumberland University. It is important that this record should reach the university prior to the student's expected day of registration.

TRANSFERRED CREDIT

The College will accept and apply towards graduation up to and including 54 quarter hours, or the equivalent, of average (i.e., grade "C" or above) transfer credits from institutions that are regionally accredited. No more than 18 quarter hours, or the equivalent, will be accepted for any one quarter. Transfer credit from institutions not regionally accredited will be evaluated and accepted on its own merits by the Dean of the College, subject to the final authority of the Committee on Admissions. In order to receive a Junior College Diploma from Cumberland, the transferred student must take a minimum of 42 quarter hours' work at this institution, with at least 24 quarter hours of that amount being above the freshman level.

CREDIT FOR EXTENSION AND CORRESPONDENCE WORK

No credit towards graduation will be allowed for extension and correspondence work unless this work has been completed under the sponsorship of a college or university accredited for this purpose. A maximum of 18 quarter hours, or the equivalent, of extension and/or correspondence credit may be applied towards graduation, with the further restriction that these courses may not be substituted for the courses regularly required for graduation.

CHARACTER RECOMMENDATIONS

In addition to proper academic background, applicants for admission to the College must furnish satisfactory evidence of seriousness of purpose and moral character. Two letters of recommendation, attesting purpose and character, are required for every student. One of the recommendations must come from the principal of the student's high school.

HEALTH CERTIFICATE

All students in the College are required to have a health certificate. A certificate from a family physician within 30 days prior to entrance in the College is acceptable. Those not submitting such a certificate will pay a three dollar fee and will have the health examination by the College physician.

FRESHMAN GUIDANCE PROGRAM

During the first few weeks of the College year special orientation sessions are held for freshmen, under the leadership of members of the faculty and second year students. Some of the topics discussed are: On Becoming an Educated Person, Getting Started in College, What it Takes to Make Good in College, How to Study, Use of the Library, Student Government, Student Activities and Organizations, Planning the College Course, etc. All freshmen are required to attend these orientation sessions.

A series of scholastic aptitude tests and a proficiency test in English will be administered during the first few weeks of the College year. The results of these tests are of great value to faculty advisers and instructors in determining the needs of each individual student. Students who are found to be deficient in the fundamentals of English grammar are assigned to a special tutorial section in remedial English.

The Office of the Dean and the Library is provided with information of value in the selection and preparation of a vocation.

The entire faculty will be found willing and helpful in matters of individual discussion and counsel.

GENERAL REGULATIONS AND ACADEMIC STANDARDS

CONDUCT

Students of the College are subject to all general disciplinary rules of the University, as well as to the regulations of the College. Any student who fails to make of himself a desirable member of the University and allows his conduct or influence to become objectionable and unworthy will be asked to withdraw. Any person who registers in the University agrees to this reservation of right.

COURSE WORK AND CREDIT

1. QUARTER HOUR DEFINED. The unit of academic credit in the College is the quarter hour, which represents a fifty-minute period of acceptable class work or at least two one-hour periods of laboratory each week for a period of approximately eleven weeks.

2. NORMAL CREDIT LOAD. The normal academic load for a student in good standing is sixteen or seventeen hours. The maximum load that can be undertaken without the explicit permission of the Dean is eighteen hours. A minimum of twelve hours must be taken in order to qualify as a full-time student. Students enrolling for less than twelve hours will be classified as part-time. The credit load of students who have been placed on academic probation will be regulated by the discretion of the Dean.

3. EXTRA COURSES. As a general rule no student should attempt to carry more than the normal credit load of sixteen or seventeen hours. Certain strong students may be allowed, however, to take extra course work. A student becomes eligible to take extra courses for credit only when he has established a quality-point ratio of 3.00 and has gained the approval of the Dean.

GRADES AND REPORTS

1. THE GRADING SYSTEM. Students at Cumberland are graded in their academic achievements according to a system of letter grades. The various letters used in grading and their meanings are listed below.

- A — denotes work of finest quality and is earned by a small percentage of the class.
- B — denotes superior work of better than average quality.
- C — denotes good work of medium or average quality. Since this is the average grade, it is usually the most frequently assigned of any of the grades.
- D — denotes poor work that is definitely inferior to average quality.

- F — denotes failure. F indicates that the student's work is not equal to the minimum standard of achievement expected. This is a permanent grade, and the student must repeat the course if he should desire credit in the subject.
- I — denotes incompleteness. This is a temporary grade which must be replaced by a permanent one within one quarter's time. If the student does not complete the work within the proper time, the I will be changed to F.
- W — indicates that the student has been permitted to withdraw from the course without discredit. A W will be given in any course which the student drops prior to the beginning of the eighth week of the quarter while doing passing work. No voluntary withdrawals are permitted thereafter.
- WF — indicates that the student's work was not of passing quality at the time of his withdrawal. This grade is permanent.

In all instances except administrative failures (i.e., a failure granted by the Dean for excessive absences), the grades A, B, C, D, and F are assigned by the instructors; and they are permanent grades. Once they have been placed in the official record sheet, the instructors cannot change them.

2. THE QUALITY-POINT SYSTEM. To facilitate computation of averages of student's grades, the College assigns numerical values called quality points to certain ones of the letter grades discussed above. These grades and their assigned quality-point values are as follows:

Grade	Quality Points for Each Credit Hour
A	4
B	3
C	2
D	1
F	0
WF	0

The numerical average of the student's grades may thus be ascertained by dividing the total number of quality points earned by the total number of hours in which the student has received either a failure or a passing grade. The cumulative average of work transferred from other institutions will be computed on the same basis as work done here.

3. REPORT CARDS. Reports of each student's scholastic achievement are sent at the end of each quarter to the student's parents or guardian. Mid-quarter reports are issued only to the parents or guardians of students whose work is deficient (i.e., incomplete or failure) in the first half of the quarter.

4. TRANSCRIPTS. Each student will be supplied without charge one transcript of his official academic record upon completion of his resident study in the College. Each succeeding transcript will entail a \$2.00 fee.

POOR SCHOLARSHIP

Experience has shown that to a large extent poor scholarship seems more likely to result from personality and adjustment problems than from actual inability of students to do creditable work. Every effort will be made by the faculty, therefore, to analyze the individual student and to prevent academic difficulties before they are given a chance to arise. Persistently poor scholarship, however, demands more concentrated attention, and it is dealt with according to the following regulations:

1. When the student receives a deficiency on a mid-quarter report, he will be invited and expected to consult with the Dean, who will take action appropriate to the individual case.

2. A student whose work does not meet the minimum passing standard in any of his courses will receive a grade of F in that course. This grade means that the student has failed and that he must repeat the course to obtain passing credit.

3. In a course continuing through more than one quarter, the instructor shall decide whether or not a student who has failed the first quarter's work shall be allowed to undertake work in the same course the following quarter.

4. A student will be placed on academic probation if he should fail two or more courses during any one quarter, or if his quality-point ratio should in any quarter after the first fall below 1.40 in his freshman year or below 1.60 in his sophomore year. If the student has not raised his quality-point standing during his first probationary quarter to 1.40 or 1.60, as the case may be, he may be granted, at the discretion of the faculty and administration, another probationary quarter in which to improve his grades. If he has not raised his standing during the second probationary quarter, he will not be allowed to enroll for further work in the College.

5. Once a student is placed on academic probation, he automatically becomes ineligible to participate in intercollegiate activities for the College. Moreover, he forfeits his right to hold an office in any campus organization, and to represent the College as a regular member of any student group such as the College chorus or dramatic group.

ABSENCES IN CLASS

1. CLASS. Absences from class are governed by the following policies:

- a. For brief illnesses, emergencies, and other unavoidable causes each student is allowed, without having to ask permission, as many absences in each course for one quarter as the number of times the class meets in one week. Each absence in excess of this number will result in a deduction of one quality point from the total earned by the student during that quarter.

- b. Deductions of quality points will continue in the manner just stated until the total number of absences equals three times the number of class meetings per week. When the student's absences from any one class exceed this amount, the student will be assigned a grade of F in that course by the Dean.
- c. Students who consistently receive low grades or failures under this policy will be placed on probation and, if necessary, ultimately excluded from the College in accordance with the regulation governing poor scholarship (See "Poor Scholarship" above).
- d. Except for reasons classified as "Official College Business," students make these allowed absences on their own responsibility, since no permission is necessary. Students should use the allowed absences with good judgment, therefore, to avoid losing quality points should a real emergency arise.
- e. Absentee Report Forms are submitted weekly, after the last regular class, by professors to the Office of Records, where all absentee records are kept.
- f. There are no allowances made for tardiness. Students are expected to be at all classes and activities promptly.

2. BEFORE AND AFTER COLLEGE HOLIDAYS. Absences from class for the two days preceding and two days following College holidays are counted as double.

3. ABSENCES DUE TO OFFICIAL COLLEGE BUSINESS. Students chosen to represent the College in off-Campus activities are excluded, when properly certified by the appropriate faculty officer, from the deduction of quality points discussed above. Absences thus excused, however, must be limited to the number of times each of the student's courses would meet in two weeks, since the total number of absences, excused and unexcused, in any one quarter, must never exceed three times the number of class meetings per week.

4. LEAVE. The College has no policy relative to student leaves.

TESTS AND EXAMINATIONS

1. MAKE-UP TESTS. If a student is absent from an announced test (i.e., a test whose date has been announced to the class for at least a week in advance), he may make up the test according to the following procedures:

- a. Students who have been absent because of Official College Business are allowed to take the make-up test by presenting to the instructor written certification to that effect from the Dean.

- b. Students claiming excuses for other reasons must prove to the satisfaction of the instructor that the absence is legitimate. If the excuse appears valid, the instructor will allow full credit on the test.

c. Students having no legitimate grounds for their absences will receive a grade of F on the test.

2. FINAL EXAMINATION. Two-hour examinations are given in each academic subject at the end of every quarter. Permission to be absent from a final examination must be obtained from the Dean. Excused absences from a final examination will entail a grade of I, a temporary grade denoting incompleteness which must be completed within the next quarter. An unexcused absence will entail a failure in that course.

DROPPING COURSES AND WITHDRAWING FROM THE COLLEGE

1. DROPPING COURSES. Permission to drop or to change courses must be obtained from the Dean. Permission may be granted according to the following conditions:

a. No change in schedule from one department to another will be permitted after the first seven calendar days of a quarter.

b. If the student is allowed to drop a course after the seven-day limit, a permanent grade must be entered on the student's official record sheet. If the student is passing in the subject he is allowed to drop, his permanent grade in that course will be W. If the student has been reported deficient, however, the permanent grade on his official record sheet will be WF. No voluntary withdrawals will be permitted after the beginning of the eighth week of the quarter.

2. WITHDRAWING FROM THE COLLEGE. Students who leave the College before the end of a quarter without signing an official withdrawal form in the Dean's office shall receive a grade of F in each of the courses in which he was enrolled. If the student signs the official withdrawal form and is passing in his work and if there are satisfactory reasons for his leaving school, his official record sheet will show a grade of W in the subject in which he was passing at the time he was withdrawn. In subjects in which he was failing at the time of withdrawal, the grade will be WF.

CLASSIFICATION OF STUDENTS

A student may be classified as a first quarter sophomore when he has acquired forty-two hours of credit, providing his accumulative standing in quality points averages 1.60 or above.

SPECIAL STUDENTS

Mature persons who do not meet the requirements for admission as regular students may be admitted as special students provided there is evidence of ability to pursue standard college course work. Such students may not qualify as candidates for the Junior College Diploma until all normal entrance requirements have been met.

WOMEN STUDENTS

Cumberland University is a co-educational institution, and women students are welcome in the College.

LIBRARY REGULATIONS

Any student who has matriculated is entitled to the use of the facilities of the Mitchell Library, the college library in Memorial Hall, as well as the Cordell Hull Library in Caruthers Hall on the West Main campus. All books in the general collection in the college library may be borrowed for a period of two weeks with the privilege of renewal. Certain books, which are selected by various instructors for the use of an entire class, are placed on reserve shelves; their use is, therefore, restricted to the library reading rooms. These reserve books, however, may be borrowed for overnight use after regular library hours. Reference books, magazines, and periodicals must be used in the reading rooms, since they do not circulate.

Students are responsible for all library books which they borrow. If a book is lost while in the possession of a borrower, it must be replaced. Fines for overdue books will be charged at the rate of two cents per day for books on regular circulation, and fifty cents per day for reserved books.

JUNIOR COLLEGE DEGREES

The College offers courses of instruction that lead to three different kinds of Junior College Degrees. The degrees, the Associate in Arts, the Associate in Commerce, and the Associate in Applied Science, represent a broadening of interest by the University as an attempt to adapt its instructional program to conform more closely to the changing socio-economic environment in the mid-south area.

THE ASSOCIATE IN ARTS DEGREE is awarded as the mark of distinction for students who have completed two years of study in preparatory work for a senior college or an advanced professional school. All courses offered in this program are university-parallel in kind and quality. COURSES ARE OFFERED IN THESE AREAS: ELEMENTARY EDUCATION (Both a two-year course and one leading to a Bachelor's Degree); ENGINEERING (Leading to the Bachelor's Degree); JOURNALISM; PRE-LAW; PRE-MEDICINE (Leading to the M.D., D.V.M., D.D.S., or D.M.D. Degrees); MUSIC; NURSING (Leading to the B.S. Degree in Nursing); PHARMACY (Two years--leading to the B.S. Degree in Pharmacy); PHYSICAL EDUCATION AND HEALTH.

THE ASSOCIATE IN COMMERCE DEGREE involves two years of collegiate training in the area of stenography and all phases of secretarial work, plus programs in accounting and general business training. Three specified programs are offered in Commerce: SECRETARIAL SCIENCE (Two-year course); ACCOUNTING (Two-year course); and BUSINESS ADMINISTRATION (Leading to the B.A. or B.S. Degree).

THE ASSOCIATE IN APPLIED SCIENCE DEGREE also embraces two years of collegiate training in sub-professional technical fields. Available are four programs leading to this degree: JUNIOR DRAFTSMANSHIP; LABORATORY TECHNICIAN; MEDICAL BIOLOGY TECHNICIAN; and ELECTRICAL TECHNICIAN.

REQUIREMENTS FOR GRADUATION

The following requirements must be met before the student may be graduated and may receive a Junior College Diploma from the College of Cumberland University:

- Ninety-six quarter hours of college credit
- One hundred and ninety-two quality points (average grade of C)
- Eighteen hours in English (nine hours must be in Freshman English Communications and nine hours in literature)
- Nine hours in history
- Six hours in physical education or health

RIGHTS RESERVED

The College of Cumberland University reserves the right to modify the requirements for admission and graduation, to change the arrangement or content of courses, to change the textbooks used, to alter any regulation affecting the student body, and to dismiss or drop from the College any student at any time, if it is deemed in the best interest of the College or the student to do so.



